



## THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

### INTERNAL POSTING

**POSITION:** Office Manager  
**POSTING DATE:** 5/19/2022  
**CLOSING DATE:** 5/24/2022 @ 5:00 pm (Eastern)  
**JOB TYPE:** Full-Time  
**REPORTS TO:** Township Administrator  
**UNION AFFILIATION:** Non-Union  
**SALARY RANGE:** Grade L: Minimum: \$51,665.93 / Maximum \$85,700.28  
**WORK SCHEDULE & HOURS:** Monday to Friday 9:00 AM–5:00 PM and as directed by the Township Administrator

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Under the direction of the Township Administrator, the Office Manager performs varied secretarial and clerical services, answers telephone calls and emails and directs them to relevant staff, creates and follows an office budget, monitors and orders as required, reports office progress to senior management and working with them to improve office operations and procedures

records management and filing, exercises judgment in connection with handling office work which involves contact with the public, disseminates information properly and appropriately and/or directs the individual requesting the information to the appropriate source and at all times maintains a high level of confidentiality. Performs other related work as required.

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### QUALIFICATIONS

- Must have excellent secretarial skills and be able to handle the public with courtesy and tact.
- Must be able to use initiative and discretion based upon knowledge of Municipal Clerk's Office policies and procedures.
- Continuing education in Local Government Courses is required.
- Must have excellent command of the English language, grammar and spelling; familiarity with office equipment; must be computer literate.
- Must be able to maintain confidentiality of work performed.

### SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey

### HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-EmployeeApplication\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-EmployeeApplication_2019.11.20.pdf). Please submit a resume and completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), no later than 5:00 pm on 5/24/2022. Please put "Office Manager" in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**